

S E C R E T

Approved For Release 2005/08/16 : CIA-RDP92-00455R000100020004-9

JMS. 5N11

File A40  
Policy

1 May 1985

## Premium Pay for the Directorate of Operations

### Authorization:

Annual Premium Pay is a form of overtime pay designed to compensate employees for duties requiring substantial amounts of irregular overtime work. It is granted for administratively uncontrollable work or regularly scheduled standby duty with the concurrence of the Deputy Director and approval of the Director of Personnel [redacted] This pay does not require Congressional review.

### Definition:

Premium pay is determined as an appropriate percentage, not less than 10 percent nor more than 25 percent of the rate of basic pay that does not exceed the minimum for GS-10, by taking into consideration the frequency and duration of irregular unscheduled overtime duty required in the position.

An employee in a position in which the hours of duty cannot be controlled administratively, and which requires substantial amounts of irregular, unscheduled, overtime duty with the employee generally being responsible for recognizing, without supervision, circumstances which require him to remain on duty, may receive premium pay.

The responsibility for an employee remaining on duty when required by circumstances must be a definite, official, and special requirement of his position. The employee must remain on duty not merely because it is desirable, but because of compelling reasons inherently related to continuance of his duties and of such a nature that failure to carry on would constitute negligence.

### Eligibility:

All Professional employees are eligible for premium pay. Technical and clerical employees are eligible for overtime under the FLSA standard which, in many cases, is more advantageous than premium pay.

### Percent of Pay:

A position which requires an average of at least three but not more than five hours of irregular overtime per week - 10 percent.

Average of over five but not more than seven hours per week - 15 percent.

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Average of over seven but not more than nine hours per week  
- 20 percent.

Average of over nine hours per week - 25 percent.

Premium pay is subject to the Federal pay cap.

Administration:

To qualify for Annual Premium Pay all hours of overtime must be recorded each pay period with at least a quarterly review of the average hours worked to determine the appropriate percentage rate of premium pay.

Premium Pay in Effect in the Agency:

Agency-wide there are less than  employees receiving premium pay.

STAT

Office of Technical Services:  employees serving overseas. Based on frequent, lengthy IDI.

STAT

25X1

Office of Communications Telecommunications Specialists (fewer than 10) have received premium pay off and on depending on work assignment.

Other Government Agency Premium/Overtime Pay Practices:

FBI, Secret Service and other Federal law enforcement agencies have 10-25% premium pay based on administratively uncontrollable overtime (in lieu of overtime payment). Percentage rate fluctuates and is based on actual hours worked over four pay periods.

Foreign Service Act of 1980 precludes FS Officers from receiving overtime or premium pay. On the other hand, they have a 47% pay range with 14 steps (payable at one-year intervals) for each pay grade/level.

*to step 10,  
2 yrs 11-14*

NSA is similar to our Agency as directed overtime is paid through grade GS-15.

Reasons for Premium Pay in the Directorate of Operations:

Internal Agency equity - in other Directorates professional employees through GS-15 are eligible for (and receive) compensation for directed overtime.

The DO mentality of work serving as its own reward is now suspect. A new wave of younger, junior and middle grade DO employees are questioning their long hours of uncompensated operational work. The "old" work ethic of donating extra hours of work for mission accomplishment is under frequent attack because of economic, family and personal or outside time use pressures.

Some DO elements (CPN, [ ] IMS) presently earn overtime for extra hours of work.

25X1

25X1

Almost all overseas operations officer jobs and many assignments require operational work be accomplished after hours and on weekends.

25X1

High cost of living and limited allowances and benefits, combined with extra hours of uncompensated work [ ] is discouraging candidates for these positions.

25X1

Congressional preoccupation with trimming the range of Federal benefits and interest in providing any new allowances/benefits to all Intelligence Agencies on a uniform basis has limited our ability to implement new initiatives such as housing allowances, special pay schedules, etc.

Estimated Cost of Premium Pay:Estimated number of participants:

25X1

Rate of Pay/Estimated Cost to the Directorate of Operations:

Premium Pay paid at annual rate not to exceed GS-10 Step 1 (\$24,011)

25X1

Employee Salary Increase with Premium Pay:

<u>Grade</u>	<u>Base</u>	<u>10% PP</u>	<u>15% PP</u>	<u>20% PP</u>	<u>25% PP</u>
GS-10/1	\$24,011	\$2,401	\$3,602	\$4,802	\$6,003
GS-11/1	26,381	2,401 (09%)	3,602 (14%)	4,802 (18%)	6,003 (23%)
GS-12/1	31,619	2,401 (08%)	3,602 (11%)	4,802 (15%)	6,003 (19%)
GS-13/1	37,599	2,401 (06%)	3,602 (10%)	4,802 (13%)	6,003 (16%)
GS-14/1	44,430	2,401 (05%)	3,602 (08%)	4,802 (11%)	6,003 (14%)
GS-15/1	52,262	2,401 (05%)	3,602 (07%)	4,802 (09%)	6,003 (11%)

The percentages in parentheses reflect actual percentile increase over base salary. Base salary and premium pay is capped at the GS-15/10 level, \$67,940.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Administratively Uncontrollable Overtime

FROM:

C/PMCD

EXTENSION

NO.

TE 14 February 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PA&amp;E

3/4

2.

3.

EO-D/OP

FEB 15 1985

4.

5.

D/OP

FEB 15 1985

6.

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10.

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12.

13.

14.

15.

1-5  
We ought discuss this one

Problem - DDA  
approved  
Ovaline pay for  
STE -- C/PMCD  
sees problem  
3/4.

Do it i.e.

rewrite.

7-9 -  
Proceed per our conversation  
w/Ed M.